

03 September 2004

Office of Acquisition Management
U.S. Environmental Protection Agency
Washington, DC 20460

Request for Quotations to provide Facilities and Related Services for the United States Environmental Protection Agency (EPA) "Incident Management Training Conference" to be held in either San Diego, CA or Los Angeles, CA between December 06-10, 2004.

NAICS Code: 721110, Hotels

Solicitation number: RFQ-DC-04-00286

This Combined Synopses and Solicitation is being issued on 03 September 2004. All Quotations are due at 11:59am local time on 20 September 2004 at one of the addresses specified below. ALL PROPOSALS RECEIVED AFTER THIS EXACT DATE AND TIME WILL NOT BE ACCEPTED.

The point of contact for all questions is Kevin Nilles, Contract Specialist, tel: (202) 564-2231.

The anticipated award date is 01 October 2004. The anticipated contract type is Firm-Fixed Price.

The place of contract performance is specified in subsection 2.1 of the Statement of Work. Location of the facility is a significant technical evaluation factor in selecting an awardee.

This is a combined synopsis and solicitation for commercial items prepared in accordance with the format in Subpart 12.6, as supplemented with additional information included in this notice. This announcement constitutes the only solicitation; quotations are being requested and a written solicitation will not be issued. This solicitation is issued as a request for quotation (RFQ). No small business set-asides are applicable; all companies may submit a quotation.

The Offeror shall submit a written quotation, which is to include a Technical section and a Price section, in accordance with all requirements in Part I - Statement of Work (sufficient detail must be provided to allow an analysis and comparison of features and prices), Part II – Instructions, and Part III - Attachments. See the Statement of Work for required supplies and services along with the Item numbers and quantities. All supplies and services are subject to inspection and acceptance by the Contracting Officer or his designee at anytime through the completion of the contract.

The provision at 52.212-1, Instructions to Offerors-Commercial, applies to this acquisition.

The provision at 52.212-2, Evaluation-Commercial Items, applies to this acquisition.

The Offeror shall include a completed copy of the provision at 52.212-3, Offeror Representations and Certifications-Commercial Items with its quotation. Not submitting a completed copy of 52.212-3 with a quotation may adversely affect its Technical Evaluation.

The clause at 52.212-4, Contract Terms and Conditions-Commercial Items, applies to this acquisition.

The clause at 52.212-5, Contract Terms and Conditions Required To Implement Statutes or Executive Orders-Commercial Items, applies to this acquisition.

The Offeror shall follow any additional contract requirement(s) or terms and conditions that are mentioned in the attached Part I - Statement of Work, Part II – Instructions, and Part III - Attachments. Not following all requirements may adversely affect its Technical Evaluation.

Award will be made using a Trade-off process of technical factors and price factors that achieves the Best Value for the EPA. The Technical Quotation is more important than the Price Quotation. Award may be made to the non-lowest price Offeror if it provides the best value to the EPA. Award may be made based on initial quotations.

All Proposals shall be due on 20 September 2004 at 11:59am local time to one of the addresses below: (NOTE: The EPA will not consider any proposal that may be delayed due to incorrect mailing addresses, including incorrect delivery to the Postal mail versus Courier mail addresses below.)

U.S. Postal Mail:

U.S. Environmental Protection Agency
1200 Pennsylvania Ave NW
Mail Code 3805R
Attn: Kevin Nilles
Washington, D.C. 20460-0001

Courier delivery (including FedEx/UPS/DHL):

U.S. Environmental Protection Agency
Ronald Reagan Building
1300 Pennsylvania Ave NW
Bid and Proposal Room No. 61107
Attn: Kevin Nilles
Washington, D.C. 20460

Part I - Statement of Work, Part II – Instructions, and Part III - Attachments
ARE AVAILABLE AT THE FOLLOWING WEB ADDRESS:

<http://www.epa.gov/oamsrpd/hcsc/0400286/index.htm>

or

<http://www.epa.gov/oam/srpod/index.htm#solam>